

DEPARTMENT OF REHABILITATION SERVICES
JOB OPPORTUNITY

PROCESSING TECHNICIAN

OPEN TO DEPT. OF REHABILITATION SERVICES EMPLOYEES ONLY

POSTING DATE: December 19, 2012

CLOSING DATE: January 2, 2013

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

The Department of Rehabilitation Services is presently accepting applications to fill one (1) Processing Technician position in its Disability Determination Services Division located in Hartford, CT.

Open To: Agency employees on the current examination list or lateral transfer

Position: Processing Technician

Location: 309 Wawarme Ave, Hartford, CT

Job Posting No: 32231

Hours: Monday – Friday 40 hours-per-week

Salary Range: \$42,755.00 - \$55,910.00 Annually (CL-16)

Closing Date: January 2, 2013

Eligibility Requirement: Candidates must have applied for and passed the Processing Technician examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

EXAMPLE OF DUTIES: Performs the most complex duties related to an agency's clerical processing functions; examines incoming materials for accuracy, completeness and conformance to state statutes and regulations; makes corrections and/or additions; devises follow up procedures to efficiently and effectively carry out activities; initiates and maintains communications with a wide variety of resources to verify information and complete transactions including other state employees, offices and outside officials such as attorneys, judicial and social welfare officials or representatives; interprets and applies state statutes and regulations relating to the particular processing service; makes decisions as to case status, transaction permissibility or admissibility; responds to internal and external inquiries for information and assistance; sets up and maintains office procedures, filing and indexing systems and forms for office use and to meet recurring needs; maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; maintains records and logs; prepares status or statistical reports related to processing function; assists in maintaining general files in support of processing function; initiates correspondence in carrying out duties; types correspondence, forms, file documentation, etc. in support of processing function; may process fees and maintain financial records; may lead lower level clerical employees assisting in carrying out processing responsibilities; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to compose effective correspondence and forms; ability to read, comprehend and apply laws, regulations, and procedural guidelines; ability to organize and coordinate workflow; ability to articulate ideas and information effectively; ability to perform research assignments; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including personal computers, computer terminals and other electronic equipment; ability to operate office suite software. **Note – applicants should have the ability to perform data entry tasks related to case assignment and case disposition. This position requires the ability to identify exclusion cases and resolve computer edits. A working knowledge of Social Security Administration technical requirements regarding disability applications and dates of filing is preferred. Applicants should have excellent communication skills as well as the ability to complete assigned projects thoroughly, independently, and timely.**

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years' clerical work experience.

Special Experience:

One (1) year of the General Experience must have involved a full range of clerical duties as an Office Assistant, Interpreter Clerk or its equivalent.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

APPLICATION PROCEDURE: Candidates who meet the above requirements should submit a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form maybe downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications. **Additionally, incomplete applications will not be accepted.** Please submit via mail or fax your completed application (CT-HR-12) to:

Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services
25 Sigourney Street – 11th Floor
Hartford, CT 06106
Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY WEDNESDAY, JANUARY 2, 2013, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.